



## ❖ CAREER EXECUTIVE ASSIGNMENT ❖

### EXAMINATION ANNOUNCEMENT

Department: Water Resources  
Position Title: Chief Counsel (Level 5)  
Salary Range: \$9,544 - \$13,381 (Pending DPA Approval)  
Final Filing Date: March 18, 2011

#### Duties/Responsibilities:

Under the general direction of the Director, the Chief Counsel is responsible for planning, organizing, directing and reviewing the work of DWR attorneys. The incumbent provides legal advice and counsel to the Director and other members of the Department's management in regard to the avoidance and defense of litigation, including areas involving water rights; environmental law; property rights; endangered species law; energy; contracts; torts and inverse condemnation; hearings and negotiations relating to employee adverse actions and labor relations matters; and the sale and administration of general obligation and revenue bonds. Duties include working with the Office of Attorney General and other legal offices regarding Department legal matters, negotiating agreements, representing the Department before State boards and commissions, drafting and analyzing legislation, and participating as a member of top management in the development and implementation of Department's policy.

#### EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Chief Counsel position. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. **The "Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Chief Counsel position. **Specific examples must be provided.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

#### LIST ELIGIBILITY:

The results of this examination may be used to fill subsequent vacancies in this position, if they occur within the next 12 months, or a new examination may be scheduled.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

## MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

### EITHER I

Must be a civil service employee with permanent civil service status.

### OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

### OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

### OR IV

Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code section 18991.

### AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization.)

## SPECIAL REQUIREMENT:

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

## DESIRABLE QUALIFICATIONS:

The examination will consist of an application screening process by a departmental evaluation committee. The committee will screen applications on the basis of background, managerial experience, and the following desirable qualifications:

- a. Knowledge of legal principles and their applications; legal research methods; court procedures; rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies.
- b. Knowledge of three or more of the following subject matter areas: water rights, water quality, environmental law, contract principles, endangered species law, energy law, employment law, real property, bond financing, or construction law.

## HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **March 18, 2011** to the attention of Fariba Shahmirzadi, HR Modernization, Selection and Job Analysis, Department of Water Resources, P. O. Box 942836, 1416 9<sup>th</sup> Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.** The application and "Statement" must be received by the final filing date.

Questions concerning this examination process should be directed to Fariba Shahmirzadi, Chief, HR Modernization, Selection and Job Analysis Office at (916) 653-7807.

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